

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st September 2021

Date: Tuesday 20th July 2021

Present: Ms L Bartley (LB), Mr A Jackson (AJ), Mrs S Winship (SW), Mr H True (HT),
Mr M Watson (MW)

Apologies: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman)

Non-Attendance: Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk
County/District Councillor J Duncton

Members of Public: None

In the absence of the Chairman, AJ as Vice-Chairman welcomed all.

1. Apologies for Absence:
Received and accepted from Mr A Burbridge and Mr P Drummond.
2. Membership:
An email of resignation from Mr Steve Rollinson had been received. The statutory notice had now been displayed and the position advertised in the next newsletter.
3. Declaration of Interests:
Being his property, MW declared his interest in the planning application for Cope Cottage.
4. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 29th June 2021 were approved as a correct record and were signed by the Vice-Chairman.
5. District/County Councillor Updates:
Full reports had been circulated in advance of the meeting, summarised below:

District Councillor (Apologies received)

- Lagoon 3, Crouchlands; detailed update provided.
- Church Fields Application; Withdrawn by the applicant.
- Land south of Townfield, Kirdford: Ongoing and determination expected in early August.
- Blackhall Development, Loxwood (including shop): Currently on hold due to issues impacting other developments connected to the Hardham water integrity issues demonstrating Water Neutrality.
- Local Plan: Meeting held with Minister for Housing to discuss the complex issues facing the Local Plan and to request that Chichester is treated as an exceptional case. The request was not agreed. It was made clear by the Minister that if CDC believe that the evidence collected

showed that they cannot meet their full housing requirements, then the Local Plan may be submitted for examination on that basis. However, the Inspector assessing CDC's plan must have evidence that demonstrated, in planning terms, what could and could not be achieved. This also needed to demonstrate that all available options had been considered.

- Meeting with OFWAT: Multi-agency meeting to discuss the declining condition of Chichester Harbour and the problems of nitrates entering the harbour, which have been caused mainly by coastal background and agricultural runoff. They all agreed that they need to work collectively to improve the condition of the Harbour. A second water summit is due to be held in July to formulate an action plan, which will set out short- and longer-term actions with timescales and determine which organisation would lead on this project.
- Customer Service Reception – East Pallant House; Reopened on Monday 21st June for members of the public to have face to face support.
- Local Plan Newsletter: Reminder that residents could sign up for the Local Plan newsletter via www.chichester.gov.uk/localplannewsletter
- Full Council Meeting: The next full council meeting takes place on Tuesday 20th July at 2.00pm and would be livestreamed for residents to follow.
- Surgeries: To resume after the summer. More details to follow however Cllr Evans was happy to offer online ones for anyone who would rather or needs to socially distance. In the meantime, he could be contacted on 07958918056 or email gbevans@chichester.gov.uk
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County Councillor (In attendance from 7.45 pm until 7.52 pm)

- Road Surface Complaints: Cllr Duncton continued to report road issues to WSCC Highways and referred badly filled potholes back. Sometimes the local Highways Ranger passed work to the department for larger projects, such as re-surfacing of the Tillington sharp corner.
- Shurlands Corner: Cllr Duncton had been advised that the anti-skid surface has not failed, and no further action was deemed necessary.
- Education: Schools had done exceptionally well under challenging circumstances.
- Verge Cutting: Although leaving longer verges for inspectors was to be encouraged, visibility at junctions must be maintained.
- Children's Services: Progressing in a positive direction.
- Fire & Rescue Service: Community Service and home inspections had now caught up on visits. The new fire station at Broadbridge Heath was being built.
- Claypit Application, Loxwood: Was now with County Council Planning but not validated; officers were keeping Cllr Duncton up to date.
- Contact: Cllr Duncton could be contacted for either County or District on janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk.
- District Matters: Cllr Duncton had attended a long meeting that day, the first face-to-face meeting. Discussion items were the Boundary Commission Review, difficulties experienced with illegal encampments by Gypsy and Travellers, and the alternatives and costs of replacing the refuse collection fleet which was now over 10 years old.
- Having not heard further from WSCC about the Traffic Regulation Order, Cllr Duncton was asked to follow up with Highways.

6. Public Questions:

There were no members of public present.

7. Report on on-going matters:

a. Neighbourhood Plan (NP):

The Regulation 14 consultation responses were now being analysed. The Working Group had agreed that there was no advantage to press ahead in advance of the Local Plan. The water extraction concerns had to be resolved and there was still considerable work to do, including further discussions with CDC.

b. Village Green Levelling and Drainage:

The letter of engagement had been sent and acknowledged. The work was scheduled to start towards the end of August although the contractor had advised that, due to the recent adverse weather and ground conditions, they were running slightly behind. Having been requested by AB to lead on the project, MW had suggested a site meeting with the contractor and working group. He was therefore extremely frustrated to learn that a meeting was organised by AB, without his knowledge. He had now received a copy of the meeting notes which indicated that additional work was being considered. Members were disappointed that the collaborative working had not been continued particularly with MW being the Parish Council representative. As the Parish Council had entered the contract with TurfDry, it was essential that the Parish Council was kept fully advised. **Clerk to advise Wisborough Green Sports and request payment of the contracted sum less the Parish Council's contribution. Any variant to the original instruction to come from the Parish Council only; Turfdry to be advised. The cost of additional work was WGS responsibility.**

c. Traffic Management Plan:

SW advised that the mounting pole for the acoustic camera should be erected by the end of the week although would require a Health and Safety check before the camera's installation. Sussex Police were still seeking legal advice in relation to prosecutions, whether this was anti-social driving (police led) or through a Community Protection Order (District Council led). However, the camera would still be installed, and although not collecting data, would act as a good deterrent. The Kensington and Chelsea trial had a positive response with no repeat offenders. Having been successful, SW understood that another trial was taking place in the south-east.

The Sussex Safer Roads Partnership was now using the data collected by Community Speed Watch (CSW) groups to direct police resources. Villages without CSW were deemed not to have a concern, an inactive group indicated that the problem had been resolved and an active CSW demonstrated a concern. SW had therefore been encouraging participation. A police speed trap had recently been outside the village shop. SW believed that the village's actions were making a difference and Wisborough Green was now known for CSW activity. Petworth was also trying to establish a group which would provide an opportunity for a targeted and coordinated approach. The Parish Council expressed thanks to all involved. Members acknowledged with sadness the fatal accident on the A272 at Strood Green; SW advised that there had since been additional police presence in the area.

In relation to Shurlands Corner, the Clerk advised that WSCC had inspected and notified that there were no defects in the anti-skid surface; the resident had been informed and would monitor. The resident has also reported the blocked ditch.

No update on the Traffic Regulation Order application and the school had not responded to the meeting request; **Clerk to follow up.**

d. Songhurst Meadow Open Space:

MW had received no further contact from the contractors quoting for the perimeter track; Runnymede were chasing their grounds work contractor. The Clerk confirmed that Runnymede had recently cut the grass and that the sheep would return shortly. It was noted that until the land transferred officially to the Parish Council, Runnymede continued to be responsible for the area. Members were advised that a quotation for the preparation of the grass for junior cricket had been obtained for £2,250; details provided. With the large project being undertaken on the Green, it was felt that work on Songhurst Meadow should be planned for next year, particularly as contractors appeared uninterested. This gave time to consider other factors that potentially determined future use; assessment of the use of the Green following the drainage work, use of Stable Field, negotiation with Runnymede and obtaining and assessing quotations.

A resident had raised concerns relating to the use of the open space. **Clerk to respond giving details of the Parish Council's decision process.** The following reasons were agreed:

Runnymede had offered to fund exercise equipment. It was agreed that this funding should create the perimeter track which would provide all weather and fully accessible access to the area for all members of the community, including school use.

It was intended that the area would be a less formal and more natural area than the village green to promote biodiversity. As such, it was felt that formal gym equipment was out of keeping, but the Parish Council was still keen to explore more natural ways to provide exercise points, eg. tricep dips/press ups on a tree trunk. Options would be explored further when the track had been installed.

The use for cricket would ease pressure on the village green and limited and restricted to juniors. However, if/when a provision was provided on Stable Field, members agreed that Songhurst Meadow should be an area not used for formal sport. Stable Field was closer to the Pavilion where facilities were provided.

e. New Homes Bonus:

The completed application form and costing details had been circulated in advance of the meeting. Members discussed the tender details and agreed to accept the quotations from the pond, pointing and fencing contractors at a total cost of £4,520. **Clerk to submit application form.**

A resident had raised concerns about the use of this funding and why the Parish Council had discounted a new basketball net at the rear of the Pavilion when facilities for young people in the village were required. Members agreed that the need to undertake the pond restoration was identified last year and as such all the information was together for the application. It was not just required for aesthetics but the structural integrity of a historic asset. The basketball net was an idea raised this year, which the Parish Council acknowledged would be beneficial for the village. However, the exact location could not be determined until the Pavilion planning permission had been granted. As the grant application had to be submitted by 30th July 2021 or the funding lost, it was agreed that the pond project should be progressed. **Members supported the basketball net provision and agreed to explore options further for a shorter-term solution ahead of the Pavilion plans.**

Regarding the New Homes Bonus Consultation recently circulated by CDC, **members delegated the response to the Clerk.**

f. Village Playground:

SW and the Clerk had inspected the playground gates and determined that magnetic side pull gate latches might be acceptable. Members approved the expenditure of £28 plus installation to trial on one gate. **Clerk to organise.**

SW advised that a parent had now agreed to undertake the weekly inspection. **HT agreed to undertake the handover and training. SW would provide contact details.**

HT provided details of some maintenance items. The Clerk advised that the annual RoSPA inspection would be undertaken shortly which would determine all maintenance items to be addressed. She had already made enquiries about wetpour repairs.

g. Grant Scheme Policy:

The proposed policy, as considered and adapted at the last meeting, had been circulated in advance of the meeting. The highlighted reference to maximum amount was deleted. Members resolved to adopt the policy as tabled.

h. Electric Vehicle Charging Points:

The new owners of The Three Crowns had made a tentative enquiry about the provision of electric charging points outside the public house on Parish Council land. Having made further enquiries, the Clerk had been advised that WSCC was currently negotiating a scheme to roll out to Parishes. Details would be circulated in the autumn, and this potentially provided the means to cover the land lease and liability. **HT to update the owners.**

i. Clerk's Update:

- a. Tree Inspections: The 3-yearly inspection and decay survey was undertaken last week; the report would be circulated when received.
- b. Community Storage: The Clerk was pleased to say that the Fete Society had obtained a garage for the swingboats.
- c. Tree Preservation Order: The CDC Tree Officer had evaluated and supported the TPO on the Glebe Field tree. It had been Made (provisionally) and was now on a 4-week consultation period before the Order was confirmed, with or without modifications. CDC would confirm the outcome.
- d. Any other matters to report:
 - Bank Holiday Events: The Horticultural Society would not have the marquee on the Green this year; a reduced show would be held in the Village Hall. The main reason was the expenditure, having not been able to hire to other users. The Horticultural Society would like to discuss the on-going provision with the Parish Council. The Clerk highlighted the need for Fete helpers; HT and MW volunteered.
 - Northeast Parishes Meeting: PD, the Clerk and Mrs Sheena Overington, as the Neighbourhood Plan Working Group Chair, would be meeting with the other northern parishes on 29th July.

8. New Items for Discussion:

a. Balloon Festival:

A request had been received to use the Green for a Charity Balloon Festival on the weekend of Saturday 10th and Sunday 11th September 2022. Members were keen to support this community event and believed that, with this notice, the Cricket Club should be able to organise fixtures to accommodate the event, particularly as the work to the

Green this year had impacted upon the event. **Clerk to contact Cricket Club in the first instance.**

b. Glebe Fields:

The Chairman had requested the agenda item to ask if members felt there was any merit in making a direct approach to the Chichester Diocese to protect the fields. It was agreed that a letter should be sent to the Diocese to explain the local feeling, **delegated to the Chairman and Clerk.**

c. Traffic Management:

Members agreed to the expenditure to provide further 'no parking' cones and replacement parking signs, authorising expenditure up to £200. **Clerk to organise.**

d. Sussex Clubs for Young People (SCYP):

Before Coronavirus, initial enquiries had been held with the organisation to provide a mobile Youth Service for the summer term, possibly at no cost to the Parish due to grant funding. The Clerk had recently met with the new coordinator; SCYP was keen to be involved in Wisborough Green, although now potentially at a cost. The Clerk had also spoken to the organiser of Renegades, the local area youth club, which now had 65 members, 27 of whom were from the village; details of activities given. The Club also required some funding. Members agreed that a survey should be undertaken to determine if there was still a need for the mobile provision before committing funding to SCFY, or whether funding could be used in a better way to ensure access to either Renegades or the Scouting organisations in the village. **LB and the Clerk to consider further.**

e. Park Cottage:

A camper van had been noted by the garden gate in Kirdford Road and evidence of use, across the verge, by a vehicle. The Clerk had obtained Land Registry details which confirmed that there was no vehicle access or Easement over the Village Green. **Members agreed that legal opinion from West Sussex Association of Local Councils should be obtained in the first instance.**

9. Correspondence:

Details of emails and letters received.
School Road resident – expressed concern that the 'permissive' path from Newpound lane was inaccessible due to vegetation. Old signs saying 'sheep, don't walk through' have never been removed, no signs on the road to indicate a permissive path, and gates not very accessible. Enquiring if path an official dedicated path or loose agreement. Advising still stime (2026) to claim this route as a Right of Way having been continually used for over 20 years. Suggests that permissive path is made official through WSCC Rights of Way. Current access is not working and sadly missed. Due to the Clerk's friendship with the landowner, email forwarded to the Chairman who had the original contact with the landowner. It was agreed that the Chairman should advise the landowner and suggest that the WSCC Permissive Path route be explored. This would then mean that the access would fall under the PROW maintenance inspections.
Rural Services Network – The Rural Bulletin

WSSC – Draft West Sussex Transport Plan 2022-2036 – details of webinars. Circulated.
WSALC – Rural Crime Team Update June 2021 – circulated.
PCSO Neil Billingham – June Local Police Update – circulated.
SDNPA – July Newsletter ReNature Find out about an exciting new initiative to create a huge new area of wildlife-rich habitat and help turn the tide on the UK’s biodiversity loss. <ul style="list-style-type: none"> • Wild Chalk returns! Find out how to get a free nature pack that could help turn your garden into a haven for pollinators! • Summer adventure Learn more about free guided walks at our magical heathlands. • Cheers! This month we celebrate the glorious wine of the South Downs and have two special prizes.
Rural Services Network – The Rural Bulletin
Chichester Association of Local Councils – agenda for meeting on Monday 26 th July at 7pm on Zoom. Details forwarded to PD.
CDC – Advising that the issues raised by Natural England re water resources in the Southern Water Sussex North Water Supply Zone are being considered further through the Plaistow and Ifold Neighbourhood Plan – various documents published. Details circulated to NP Group and Chairman.
CDC – Consultation on New Homes Bonus allocations.
CDC – Local Plan Newsletter update – circulated
CDC - The Licensing Act 2003 (the 'Act') requires Chichester District Council, as a Licensing Authority, to publish a Statement of Licensing Policy (the ‘policy’) with respect to the exercise of it’s various functions under the Act. The current policy has had effect since 2020. It is now necessary to prepare and consult upon a new policy in time for publication by the 1st February 2022. A copy of the revised policy is available from https://www.chichester.gov.uk/draftlicensingpolicy
WSSC – Notification that Newpound Lane will be closed on 9 th August for 24hrs as replacing a water metre at Whites Farm entrance. Clerk to put on the village Facebook page.
Rural Services Network – The Rural Bulletin

10. Planning

- a. The following planning application was reviewed. Application details had been circulated in advance of the meeting and were also displayed:

Application Number	Application Details
WR/21/01938/DOM - Case Officer: William Price	Miss M Cottencin 6 Butts Meadow Wisborough Green Billingshurst West Sussex Single storey rear extension and front door alteration. O.S. Grid Ref. 504773/126135 <u>No Objection</u>
WR/21/02115/ELD - Other Dev - Certs of Lawful Development Case Officer: William Price	Mr M Watson Copse Cottage , Harsfold Lane, Wisborough Green, RH14 0BD Existing lawful use of land as part of existing domestic curtilage of main dwelling. O.S. Grid Ref. 505130/125304 <u>No Objection</u>

WR/21/01554/FUL - Minor Dev - Case Officer: William Price	Mr A Van Leeuwen Howfold Barn, Howfold Farm, Newpound Lane, Wisborough Green, Billingshurst, West Sussex, RH14 0EG O.S. Grid Ref. 505690/126920 Erection of 1 no. dwelling - alternative to dwelling permission WR/20/01036/PA3Q <u>Objection</u> This was a new dwelling in the countryside and was contrary to several Neighbourhood Plan policies. Response delegated to AJ and the Clerk.
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b. Chichester District Council Decisions:

Application Number	Application Details	Decision
WR/20/03063/LBC - Case Officer: Vicki Baker	Mr & Mrs Philip Maggs Yew Trees Petworth Road Wisborough Green Billingshurst Installation of ground floor WC to front reception room. Infilling of 2no. windows to side elevation of front reception room and kitchen. O.S. Grid Ref. 504893/125885	PERMIT
WR/21/00141/OBG - Case Officer: Jane Thatcher	Mr Michael Weeks Land East Of Winterfold Durbans Road Wisborough Green West Sussex Application for Deed of Variation of S106 Agreement – Affordable Housing O.S. Grid Ref. 505116/126219	PERMIT WITH SECTION 106
WR/21/01042/LBC - Case Officer: William Price	Mr Chessell Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of existing rear conservatory with a single storey extension. O.S. Grid Ref. 504762/125857	PERMIT
WR/21/01041/DOM - Case Officer: William Price	Mr Chessell Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of existing rear conservatory with a single storey extension. O.S. Grid Ref. 504762/125857	PERMIT

- c. Enforcement: The Clerk highlighted activity at Meadowbank, Petworth Road. The property had recently changed hands and the activity potentially suggested that the new owners were unaware of the planning rules governing a property in the Conservation Area. Members agreed with the observations and that the matter should be referred to CDC Enforcement.

11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account and Natwest Reserve Account for the period ending June 2021.

b. Accounts for Payment:

The Clerk displayed the Payment List for July which was approved.

Online payments for the Barclays Community Account dated 20th July 2021

Payee	Amount £	Description
Sussex Land Services	669.00	Grass cutting for June
West Sussex County Council	1,909.55	Clerk's salary for June
Association of Parish Councils Aviation Group	100.00	Annual Subscription
Royal Mail Group Ltd	360.00	Annual PO Box & delivery fee
L N Davies	187.52	IONOS email and annual contract, Zoom, HP Instant Ink, A4 paper, Land Registry Fee
P J P Drummond	432.45	Church Fields banners and leaflets, computer monitor and stand for Clerk
	3,298.52	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
01.07.21	70.00	Chichester District Council	Annual Premises Licence for Village Green
07.07.21	251.90	NEST	Pension contributions for period 01 to 30 June 2021
19.07.21	30.76	Plusnet	Village Hall Broadband
	352.66		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
06.07.21	1.00	Durbans Road Resident	Peppercorn Rent
	1.00		

c. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. The current bank balances were highlighted. There were no further questions.

12. Other Reports:

- a. Village Hall: The work was progressing but a little behind schedule due to a delay in providing concrete spans for the extension over the old cellar. There had been encouraging interest in the new booking secretary role and the position had now been filled; one other applicant had joined the committee.
- b. Allotments:
 - Members considered the request for a greenhouse/polytunnel. Concern was expressed that a large number had now been erected, which changed the appearance of the area. It was agreed that up to one-third only of each plot could be covered by either greenhouses or polytunnels. Future requests would require a £30 deposit, as future removal, particularly of plastic tunnels, could be an expense to the Parish Council; the deposit would be returned if the structure was removed or in an acceptable condition and left for the incoming tenant. In relation to this latest request, the Clerk to measure to confirm that it met this policy.
 - In discussion with the Allotment Supervisor, and after several advisory emails, the Clerk had issued a notice to quit to tenants of Plot 9 as it had remained unworked for over 2 months; members supported this action. Members agreed to the expenditure for a contractor to trim the plot and that the plot should be split. An advertisement would appear in the next Ad Vincula.
- c. Health & Safety: No concerns reported.

13. Any Other Matters to Report:

- a. In response to SW's enquiry, the Clerk advised that the tree trunk at the entrance to Glebe Way, which had been left after the winter storm damage, had been reported to WSCC; at this location, it was Highway's responsibility and would be removed soon.
- b. AJ observed that in the recent storms, the road closure at Newbridge had prevented access to Wisborough Green. This had also occurred during the winter months, resulting in a significant round trip. With further development in the area, use of the bridge would increase and closure would have a greater impact. He wondered if WSCC had plans to improve. **The Clerk was aware that the bridge had been mentioned previously during Boxall Bridge discussions and would look up meeting notes.**

14. Date of Next Meeting:

Planning Committee – Tuesday 3rd or Tuesday 17th August at 8 pm (if required)
Parish Council – Tuesday 21st September 2021 at 7.45 pm

There being no further business, the meeting closed at 9.35 pm.

Signed by the Chairman: Dated: